

# AGENDA STAFF REPORT

**MEETING NAME:** BOARD OF DIRECTORS REGULAR MEETING

**MEETING DATE(S):** APRIL 11 & APRIL 15, 2024

**FROM:** ORIANA HOFFERT, HUMAN RESOURCES MANAGER

**FOR:** ACTION  X  DIRECTION \_\_\_\_\_ INFORMATION \_\_\_\_\_



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## ADOPT RESOLUTION 2024-07 AND RECLASSIFY THE GOVERNMENT AND PUBLIC AFFAIRS MANAGER POSITION

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### STAFF RECOMMENDATION

Staff requests the Board adopt Resolution 2024-07, which amends the Employee Classification and Compensation Plan for FY 2023-24 with the reclassification of the Government and Public Affairs Manager position.

### SUMMARY

Resolution 2024-07 removes the Government and Public Affairs Manager position and replaces it with a Programs and Public Affairs Specialist Position in the Employee Classification and Compensation Plan for FY 2024.

### ANALYSIS

With the internal appointment of the new Assistant General Manager (AGM), a realignment of the District's organizational chart is needed. The Government and Public Affairs duties will continue to be managed by our Assistant General Manager; however, as this role evolves and takes on additional AGM responsibilities, it is necessary to have additional Public Affairs support. With direct supervision from the Assistant General Manager Position, the Programs and Public Affairs Specialist will focus on customer communications and outreach, including conservation messaging and increased community engagement, as outlined in our 2024 Strategic Plan.

### FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no fiscal impact as the salary for the Programs and Public Affairs Specialist position is less than the budgeted Government and Public Affairs Manager position. This action is consistent with Strategic Plan Smart Goal 1.1-Develop and initiate an annual plan to increase customer outreach and engagement through various communication channels, technologies, and community events. The goal is to enhance customer trust, satisfaction, and understanding of water services with ongoing refinement of the communications plan and its goals.

### ATTACHMENTS

Updated 2023-24 Salary Matrix  
Resolution 2024-07

FINANCIAL DATA		
Cost Associated with this action:	N/A	
Current FY cost:	-	
Future FY cost:	-	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	101-General	
BID/Job#	142-Admin. Pay	
Current BID/Job balance	N/A	
Balance remaining if approved:	N/A	